

Business Impact Analysis Form

1. IAE CR#	2. Short Title of Change Request:		
3. Date Submitted to IAE:	4. Submitter <i>(Include Email/Phone):</i>		
5. This Analysis is for what System:			
6. Which Business Area(s) are impacted:			
7. Business Manager/Analyst <i>(Include Email/Phone):</i>			
Business Process Criteria: <i>(NOTE: Select one answer for each question)</i>			
8. What is the level of Criticality to the Business Process?	<input type="checkbox"/>	Highly Critical Function/ Provides new functionality/Demands Attention	
	<input type="checkbox"/>	Enhances Business Process/Address in Timely Fashion	
	<input type="checkbox"/>	Routine Function/Neutral Impact on Business Process/Not Time-Sensitive	
9. How will this Change Request affect Efficiency of the Business Process?	<input type="checkbox"/>	Enables/Contributes to elimination of Redundancy	
	<input type="checkbox"/>	Automates Manual Process	
	<input type="checkbox"/>	Neutral Impact on Efficiency	
10. What is the Cost Reduction to the Business Process?	<input type="checkbox"/>	Significant Cost Reduction	
	<input type="checkbox"/>	Moderate Cost Reduction	
	<input type="checkbox"/>	Little or No Cost Reduction	
11. Is this Change related to any policy, regulatory, or statutory requirement change? <i>(See Definitions at end of this section)</i>	Yes	No	Explain
	<input type="checkbox"/>	<input type="checkbox"/>	
12. What step(s) in the Acquisition Scenario does this Change affect?			

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Question #11 Definitions:

- **Statute** - a law enacted by the **Legislative Branch** of the government
- **Regulation** - **a**: an authoritative rule dealing with details or procedure <safety regulations> **b**: a rule or order issued by an executive authority or regulatory agency of a government and having the force of law. Example: **Federal Acquisition Regulations**.
- **Policy** - **a**: a definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions **b**: a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body. Generally conveyed via **Memoranda** from the Secretary, Administrator or other Department head.

Description of Impact to Business Area(s): (Please be as descriptive and inclusive as possible):

13. In addition to the brief explanation on the IAE Change Request, what is the current Business Process (“as is”)?

14. What will the Business Process be, if the Change Request is approved (“to be”)?

15. How are the other business area (s) listed above impacted?

16. What are the risks to the Business Process if the Change Request is not approved/implemented?

17. What is the Outreach Communication Strategy needed for this Change, i.e., Notification, Training?